

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

CITY OF CANTON WATER DEPARTMENT CANTON, OHIO

VARIOUS WATER PROJECTS FOR 2015-2016

The City of Canton Water Department intends to contract with professional engineering firms for various projects throughout the 2015 and 2016 calendar years. The projects may include, but are not limited to, the replacement and/or installation of water lines, reservoir maintenance and water treatment plant or associated building site work.

The engineering services and scope of work may include water distribution master planning and feasibility studies, hydraulic modeling, surveying, environmental site assessments, construction plan and/or site plan preparation, storm water management, storm water pollution prevention, cost estimates, specifications, obtaining regulatory approvals, bidding and award assistance, construction administration and oversight work.

Firms may submit qualifications specifically for any of the above mentioned items or for all. Please indicate in the cover letter the work for which your firm would like to be considered.

Items to Include in the Statement of Qualifications

The submitted SOQ shall, at a minimum, address the following items:

- The firm's background and history:
 - Primary and branch office locations
 - Years in existence
 - Total number of employees
- Similar project experience:
 - Description of similar projects
 - Date and location of each project
 - Project manager and client contact of each project
- Past project performance and references:
 - Was the design on schedule and within budget
 - Any notable challenges during the design
 - Experience with regulatory procedures and policies
- The project team:
 - Identify the proposed project manager, project engineer and other in-house capabilities appropriate for the design projects.
 - The resumes of key personnel
 - List any possible outside sub consultants

Statement of Qualifications Requirements

The statement of qualifications must not exceed 30 single-sided, numbered pages with a 12-point font, including attachments. The qualification package must provide adequate information needed to rank the capability of a firm on each of the preceding categories. The City reserves the right to require an oral technical presentation to aid in the ranking process.

Selection Procedure

The City of Canton Water Department will establish a list of the firms that submitted a SOQ and retain their submitted SOQ for use during the 2015 and 2016 calendar years. As of the writing of this request, specific projects for 2015 and 2016 have not yet been identified. Once a project is identified, the Canton Water Department will form a review committee to review the submitted SOQ's relative to the identified project. On a per project basis and in accordance with the ORC 153.65-71, the review committee will evaluate and select the most qualified firm for that project.

Once a firm is selected, that firm will be contacted. From that point, the projects scope of engineering services will be established and the contract and fees will be negotiated.

Submission of SOQ

Interested firms must submit four (4) complete copies of their SOQ to the City of Canton Water Department by **3:30pm on Tuesday, January 27th, 2015**. Statements received after this time will not be accepted. The SOQ shall be submitted to:

**Canton Water Department
Att.: Brent Burrier, P.E., Assistant Superintendent
2664 Harrisburg Road N.E.
Canton, Ohio 44705**

SCHEDULE: For the calendar years of 2015 and 2016.

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